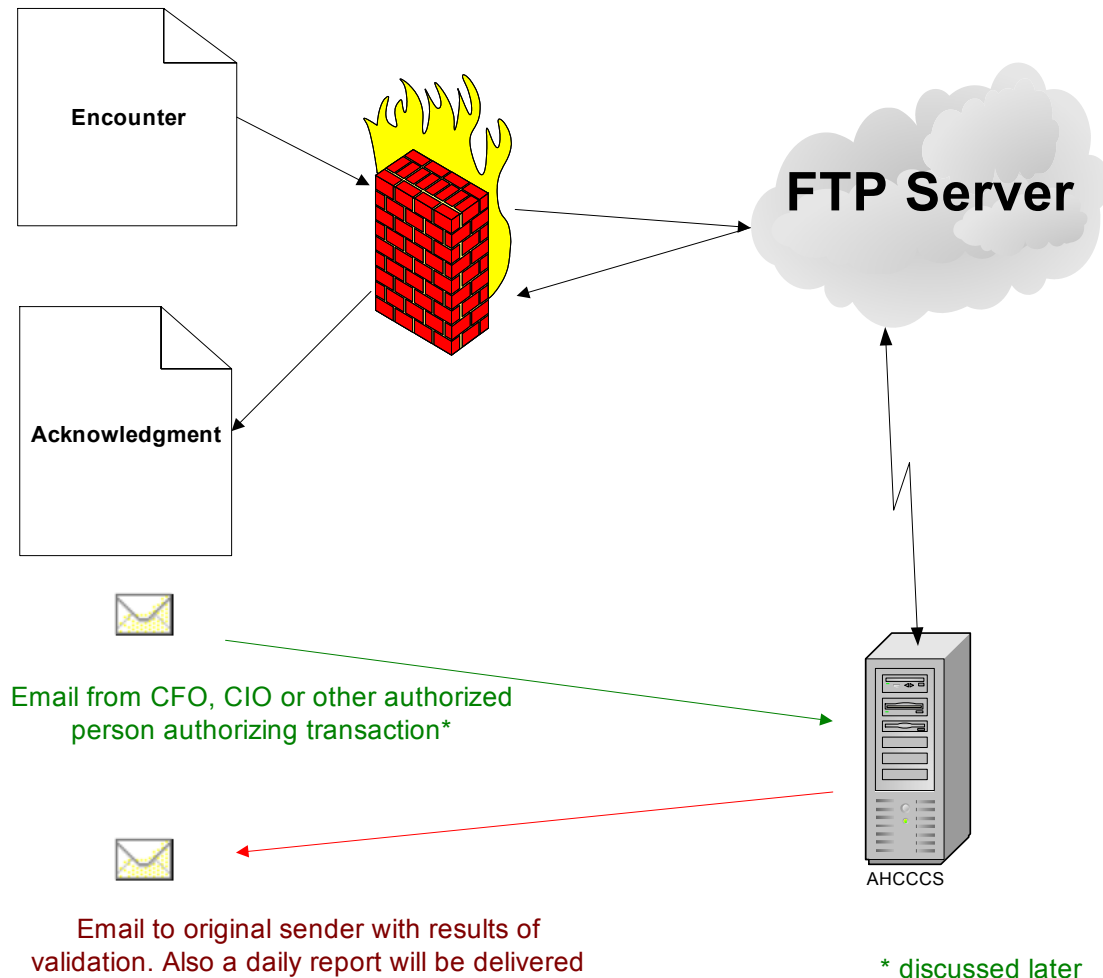# Data Certification

AHCCCS requirements for an automated approach to data certification for encounter transactions.

General flow of data

Encounter

Acknowledgment

FTP Server

Email from CFO, CIO or other authorized person authorizing transaction*

Email to original sender with results of validation. Also a daily report will be delivered
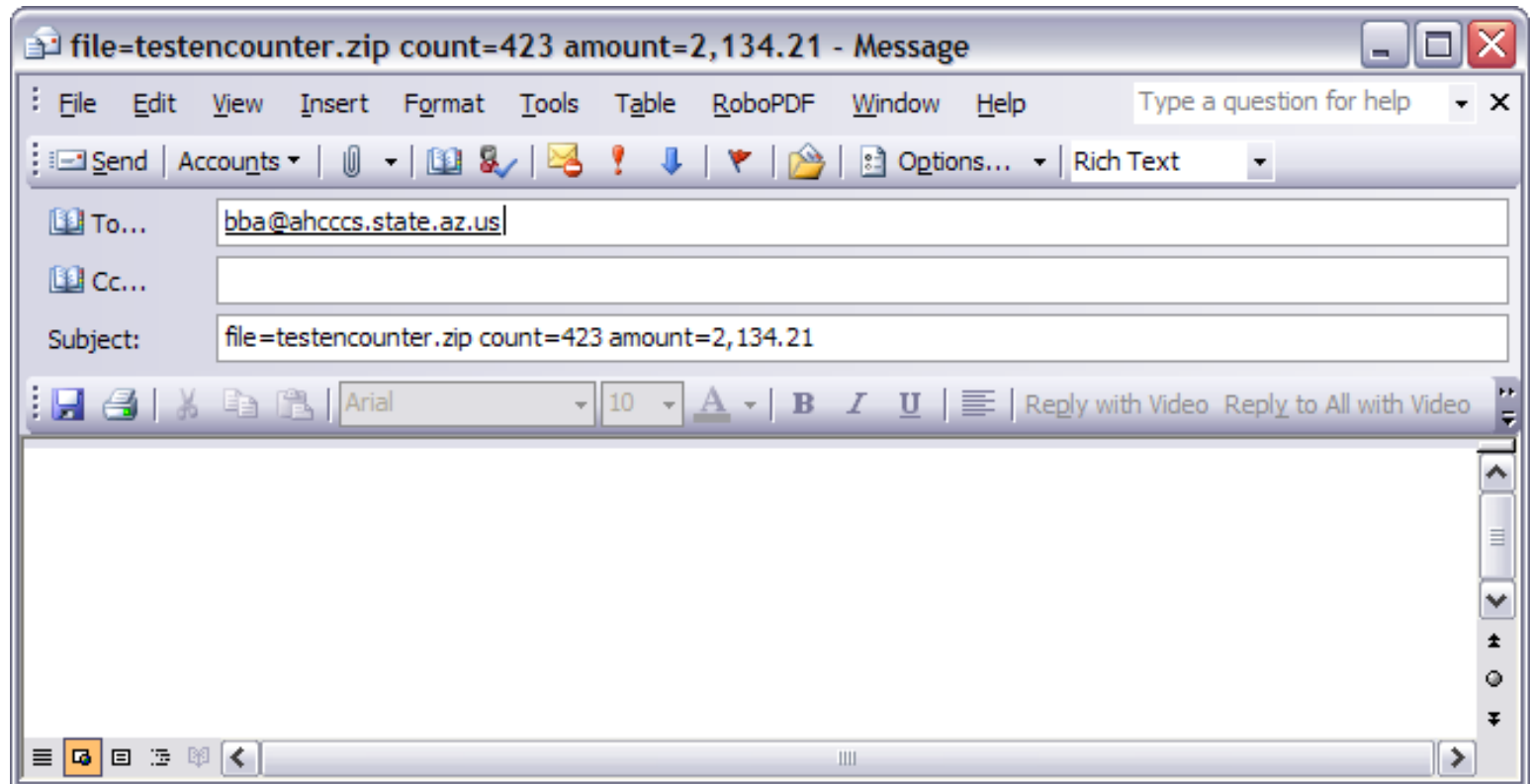
AHCCCS

* discussed later

Contents of email

- Email to be sent to is: bba@ahcccs.state.az.us
- Subject will have filename, dollar amount in the file, and claim count
  - The filename will be the file that is delivered to AHCCCS (if it is zipped when delivered, then the zipped file will be the one reported)
- The body of the email will be the same text as what is currently being faxed to AHCCCS (refer to encounter manual for exact verbiage)

Sample of subject line

file=testencounter.zip count=423 amount=2,134.21 - Message

File Edit View Insert Format Tools Table RoboPDF Window Help

Type a question for help

Send | Accounts ▾ | | Options... ▾ | Rich Text

To... bba@ahcccs.state.az.us

Cc...

Subject: file=testencounter.zip count=423 amount=2,134.21

Arial   10   A ▾ | B I U | ≡ | Reply with Video Reply to All with Video

Limitations (…or lack of) of the subject line

- Not case sensitive
- Additional spaces are optional
- Commas are optional on count and amount
- Dollar sign is optional on amount
- Order of required objects ('filename=', 'amount=', and 'count=') in subject not necessary, but all three have to be present
- No abbreviations of the required objects

Responses

- When an email is received, there will be one of 4 emails in response to the sender
  1. Email validated file that was found and the encounter file will be processed.
  2. Email came from an unauthorized email address
  3. Email was received, but AHCCCS has not validated the file yet.* (followed by #1)
  4. Email was received, but the amount or count does not match the file.*

*validated against the filename in the subject
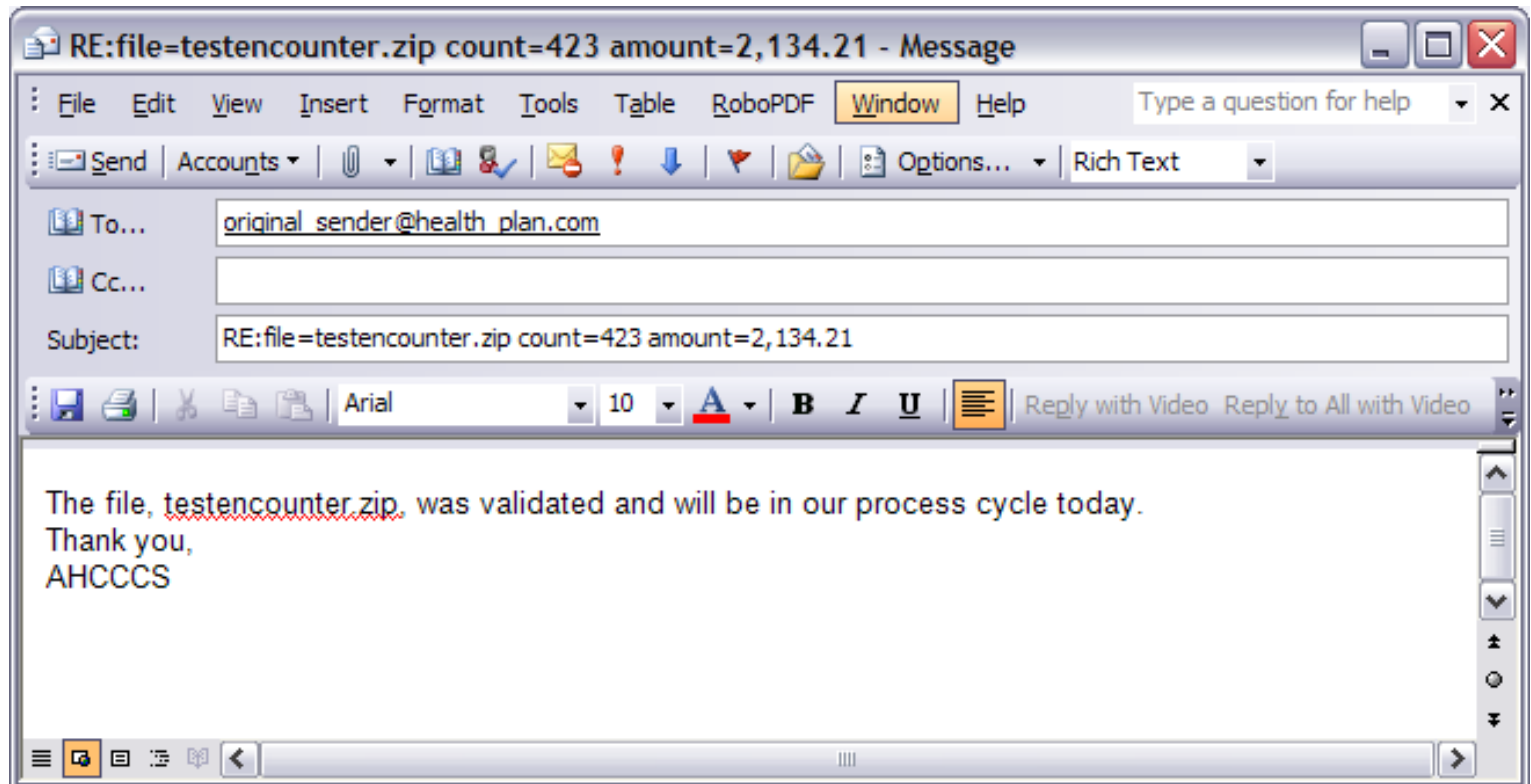
Responses

- At the end of the day there will be a report emailed with the list of the files that are not yet authorized
  - Report will be delivered daily
  - Report will be delivered to those who are signified to receive the report
  - Report will contain: (only non expired files)
    - File name that was received
    - When the file was received
    - When the file will expire (to be determined)
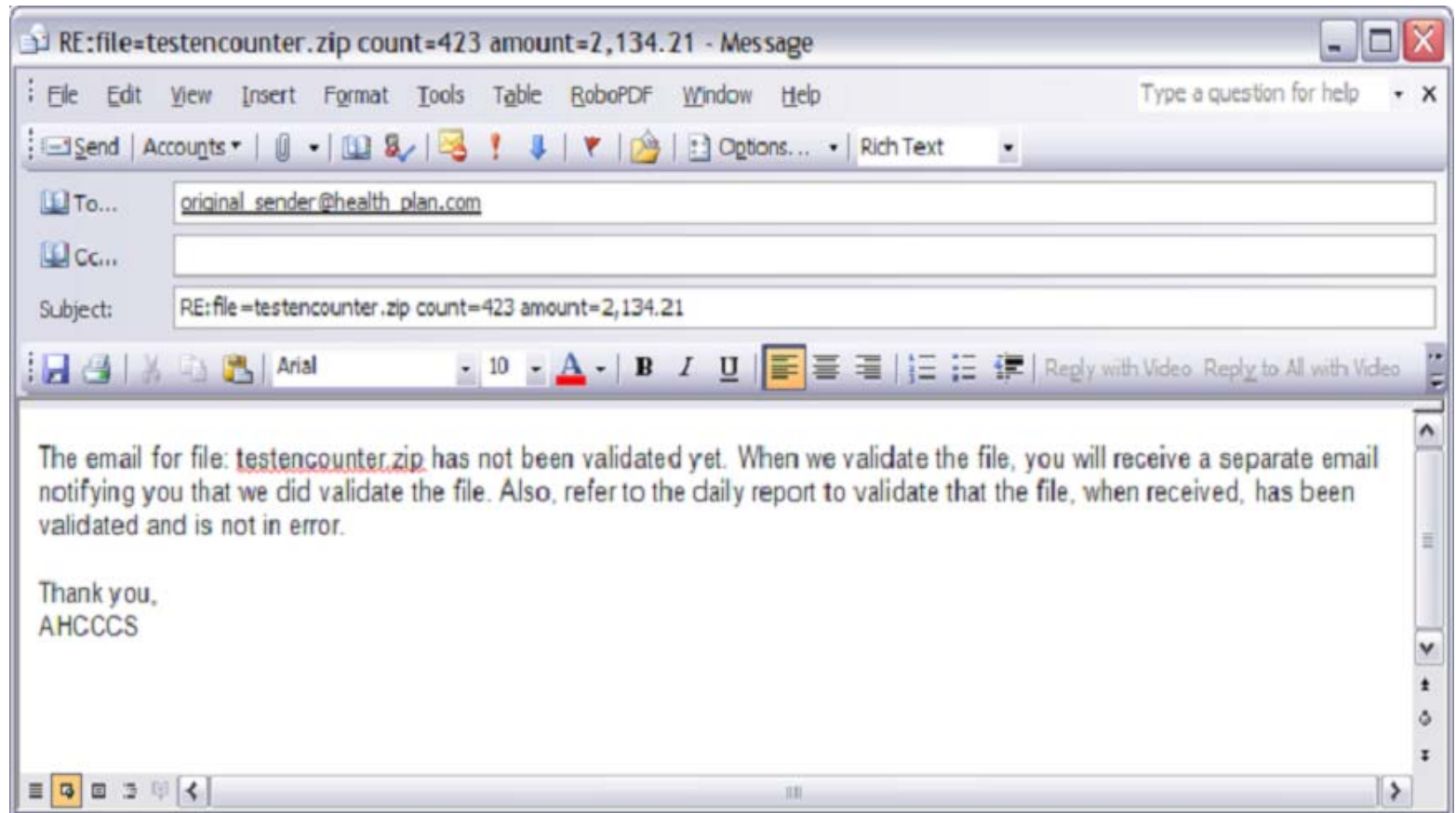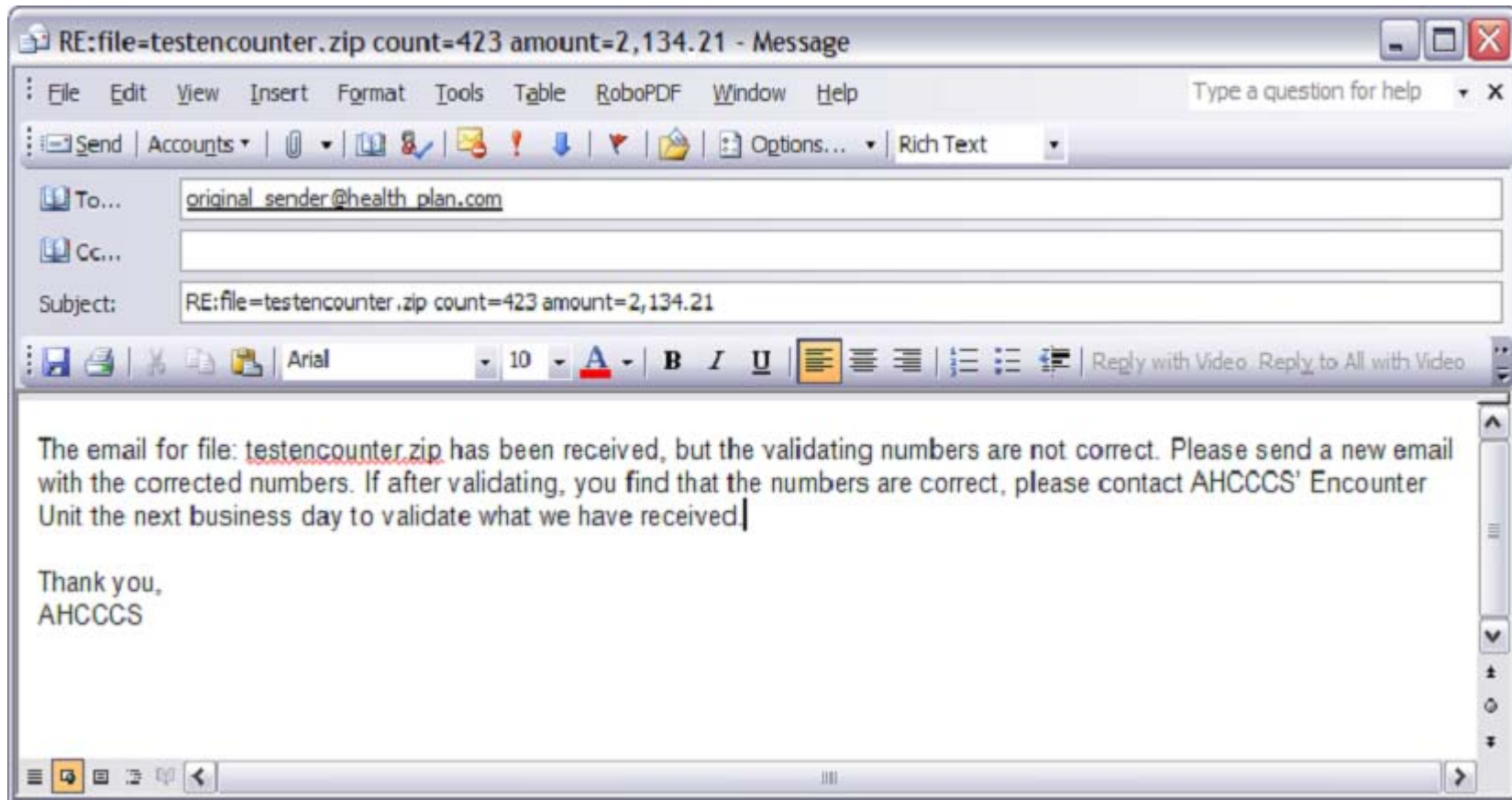
Example Responses

○ Positive response

RE:file=testencounter.zip count=423 amount=2,134.21 - Message

File   Edit   View   Insert   Format   Tools   Table   RoboPDF   Window   Help   Type a question for help

Send   Accounts ▼   Options...   Rich Text

To...   original_sender@health_plan.com
Cc...
Subject: RE:file=testencounter.zip count=423 amount=2,134.21

Arial   10   Reply with Video   Reply to All with Video

The file, testencounter.zip, was validated and will be in our process cycle today.
Thank you,
AHCCCS

Example Responses

○ Not processed yet

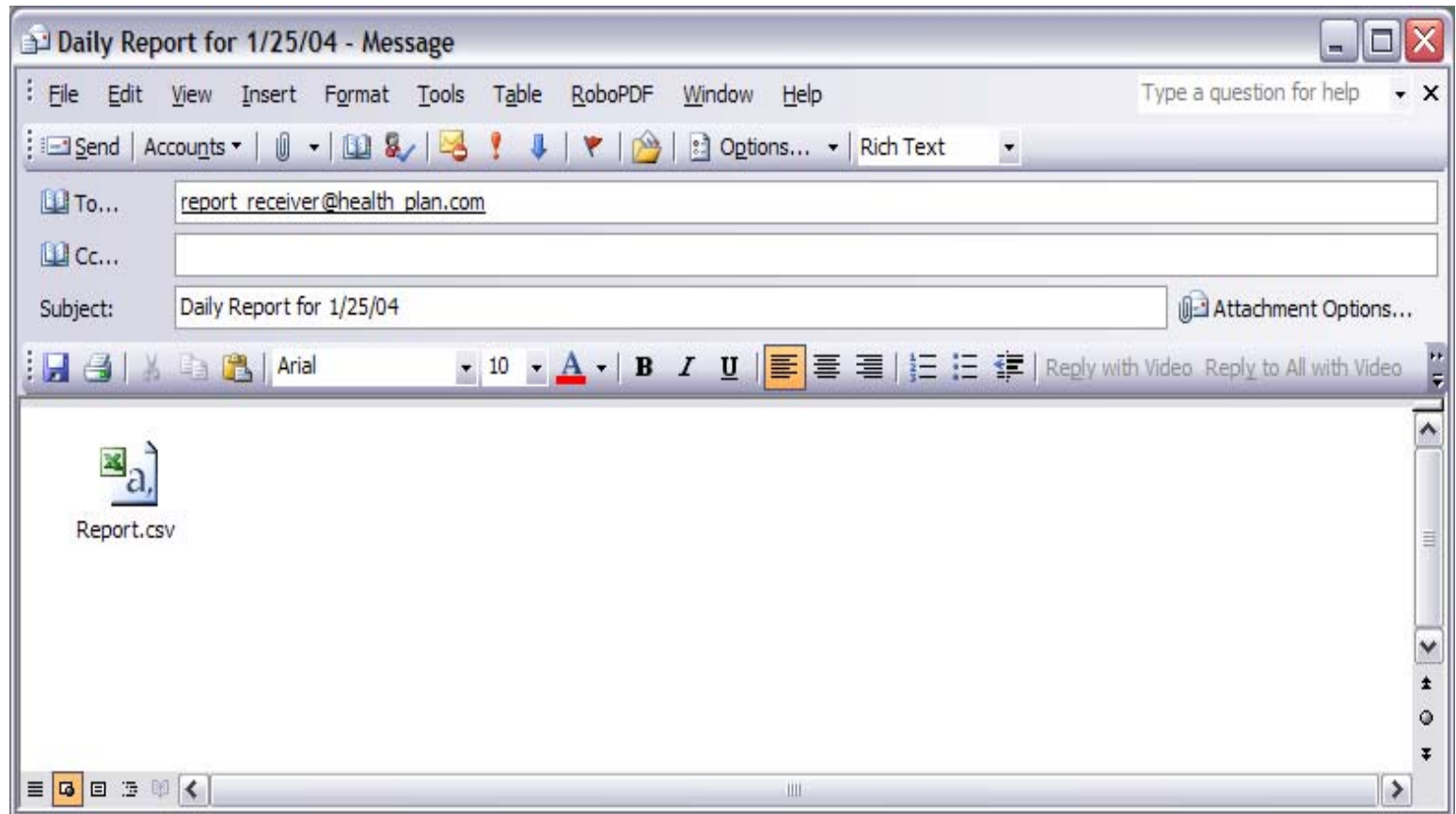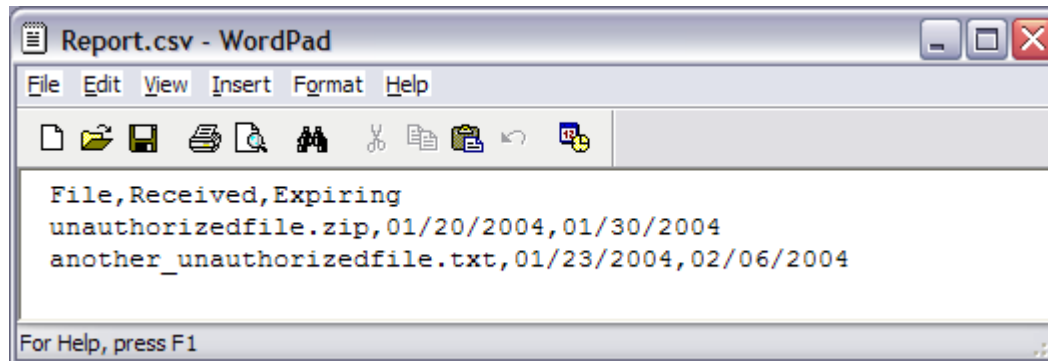# Example Responses

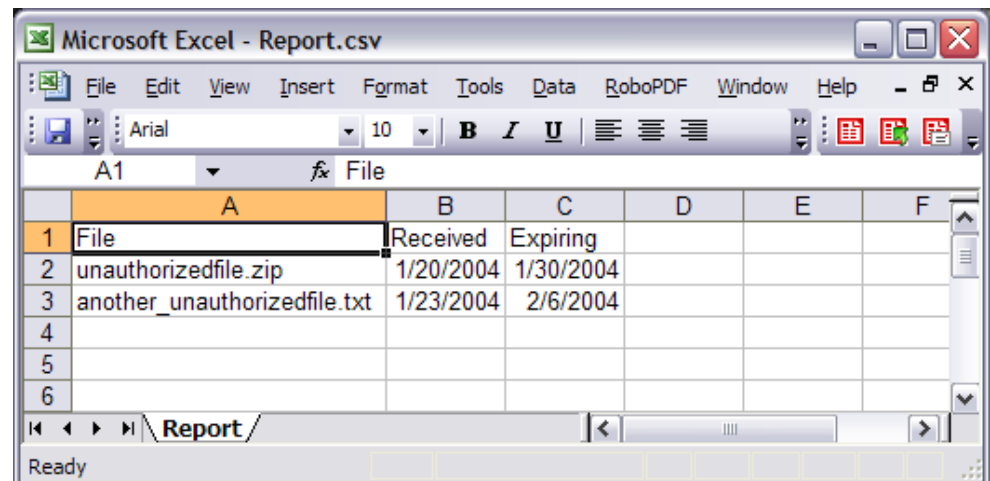○ Count/Amount invalid

Example Report (email)

Report example

- Comma delimited file

Viewed in Excel

Report example

○ No files were unprocessed